

Chapter 3

PETROLEUM SUPPLY BATTALION HEADQUARTERS AND HEADQUARTERS DETACHMENT

Section I. THE UNIT

MISSION

The Headquarters and Headquarters Detachment, Petroleum Supply Battalion (TOE 10426L0), provides command, control, and supervision over petroleum supply companies. It also provides command, control, and supervision over assigned or attached transportation medium truck companies (petroleum) that distribute petroleum.

ASSIGNMENT

The detachment is normally assigned to the quartermaster group (petroleum and water) or area support group within the theater. However, for independent corps-level operations, it can be assigned directly to the COSCOM.

CAPABILITIES

The detachment can—

- Command two to five companies. These companies can be a mix of petroleum supply companies or medium truck companies (petroleum).
- Plan for the storage and distribution of bulk petroleum products required by all direct support or general support units in the theater or corps area.
- Manage a program for quality surveillance of petroleum products and operate a mobile petroleum laboratory.
- Make sure that a prescribed portion of the theater/corps petroleum reserve is maintained by attached or assigned petroleum supply units.
- Transport 33 percent of its TOE equipment and supplies in a single lift using its authorized organic vehicles.

ORGANIZATION

Figure 3-1, page 3-2, shows the unit's organization. Sections II through VII of this chapter discuss each element of the unit in detail.

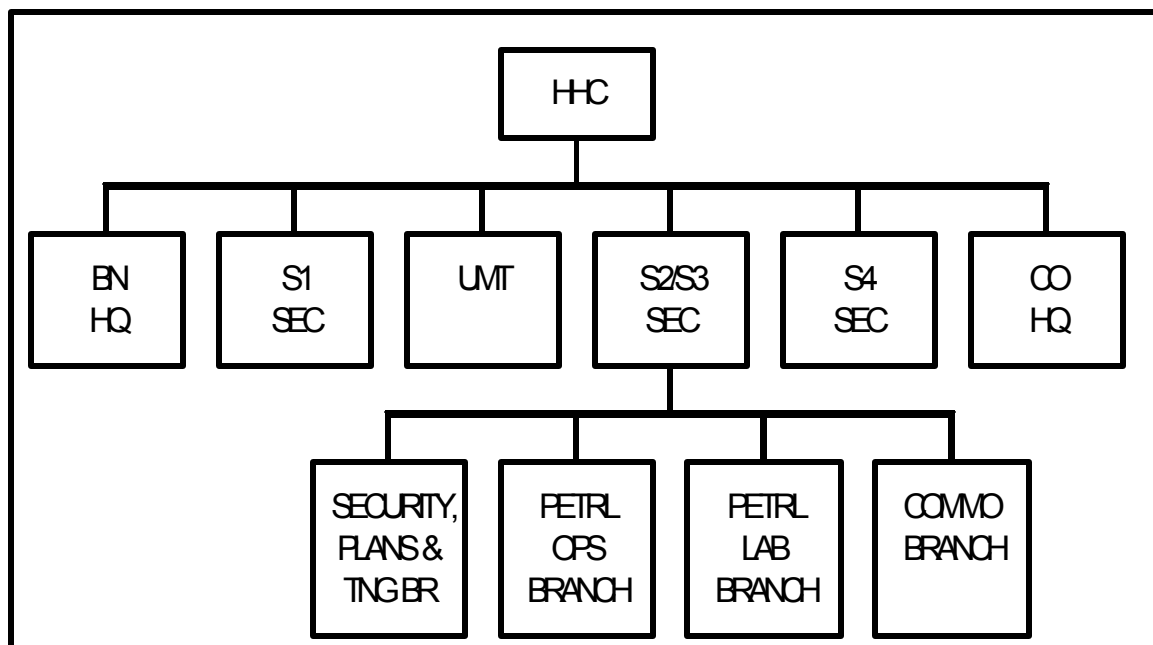


Figure 3-1. Organization of the headquarters and headquarters company, petroleum supply battalion

Section II. BATTALION HEADQUARTERS

MISSION AND RESPONSIBILITIES

The battalion headquarters provides command and control for the battalion and its assigned and attached units.

PERSONNEL

Battalion headquarters key personnel and their duties are described in Table 3-1.

Table 3-1. Duties of Battalion Headquarters Key Personnel

POSITION	SC/ MOS	SKILL LEVEL	GRADE	DUTIES
Battalion Commander	92F		LTC	Commands the battalion and the petroleum distribution system. Plans and executes all operations to comply with applicable national, state, local, and host nation laws, including ensuring environmental and safety risk assessments are conducted for all operations. All technical operations and support activities connected with the system also come under his control.
Executive Officer	92F		MAJ	Assists the commander in his duties. Coordinates and directs battalion staff actions. Coordinates the unit's environmental stewardship programs. Serves as troop information officer and materiel readiness officer.
Chaplain	56A		CPT	Conducts the religious activities of the battalion. Section IV gives more responsibilities.

Table 3-1. Duties of Battalion Headquarters Key Personnel (Continued)

POSITION	SC/ MOS	SKILL LEVEL	GRADE	DUTIES
S1 Officer	92F		CPT	Directs the functions of the S1 section. Directs all technical administrative operations of the battalion and its assigned and attached units. Section III gives more responsibilities.
S2/S3 Officer	92F		MAJ	Directs the functions of the S2/S3 section. Plans, controls, and supervises the supply and distribution of petroleum. Also serves as the OPSEC officer. Section V gives more responsibilities.
S4 Officer	92F		CPT	Manages all activities concerned with supply and maintenance. Section VI gives more responsibilities.
Communications-Electronic Staff Officer	25C		CPT	Plans and determines requirements for signal communications support and for use of signal communication equipment. Coordinates with the area signal officer as required. Responsible for the operations of the communications branch. Supervises the installation, operations, and maintenance of the battalion communications system. Exercises technical supervision over communications personnel in subordinate units.
Command Sergeant Major	00Z	50	E9	Serves as the senior enlisted advisor. Advises and initiates recommendations to the commander and the staff in matters concerning enlisted personnel. Executes established policies and standards of performance, training, appearance, and conduct of enlisted personnel. Maintains communications with the subordinate unit noncommissioned officers and enlisted personnel through the noncommissioned officer channel. Provides counsel and guidance to noncommissioned officers and other enlisted personnel. Performs other duties prescribed by the commander, which may include reception and orientation of newly assigned personnel, assisting in the inspection of command activities and facilities, leading the advance/quartering party during a major movement, and serving as president or member of command selection boards for noncommissioned officers.
Petroleum Light Vehicle Operator	77F	10	E3	

OPERATIONS

Some of the responsibilities in key functional areas of the battalion headquarters follow. Sections in this chapter detail these responsibilities:

- Plan and prepare for the deployment/redeployment of the battalion.
- Conduct all operations with minimal environmental damage as dictated by the operational situation and IAW applicable federal and host nation agreements, policies, laws, and regulations.
- Provide guidance and supervision of subordinate units.
- Plan and establish air defense measures.
- Monitor the tactical and technical performance of subordinate units. Provide guidance and training programs to improve performance.
- Provide logistical and administrative support for subordinate units.
- Plan and supervise religious activities.

- Plan and coordinate installation and use of a communications network.
- Advise higher headquarters of operating situations and requirements.
- Plan and implement appropriate environmental stewardship and safety programs in both tactical and garrison operations.

EQUIPMENT

Table 3-2 lists equipment identified for the battalion headquarters by TOE 10426. Other equipment may be authorized by common tables of allowances (CTA). Use CTA 50-900 for clothing and individual equipment and CTA 50-909 for field and garrison furnishings and equipment. Expendable and durable supplies are listed in CTAs 8-100 and 50-970.

Table 3-2. Battalion Headquarters TOE-Prescribed Equipment List for TOE 10426

ITEM	QUANTITY
Cable telephone: WD-1/TT DR-8 1/2 km	2
Camouflage screen support system: woodland/desert	4
Camouflage screen system: woodland w/ radar scat without support system	4
Installation kit: MK-2502/VRC F/AN/VRC-46/64 or AN/GRC-160	1
Radio set: AN/VRC-46	1
Reeling machine cable hand: RL-39	1
Truck utility: cargo/troop carrier, 1-1/4 ton, 4x4, with equipment (HMMWV)	1
Telephone set: TA-312/PT	2

Section III. S1 SECTION

MISSION

This section provides all administrative and personnel management support required throughout the battalion. The S1 section—

- Distributes messages.
- Maintains office records.
- Publishes orders.
- Maintains liaison with supporting financial activity.
- Manages personnel and personnel services.

RESPONSIBILITIES

The S1 supervises the operations of the S1 section. He advises the commander and other staff officers on personnel matters. These include—

- Unit strength.
- Personnel management.

- Manpower management.
- Morale.
- Discipline, law, and order.
- Health.

PERSONNEL

S1 section key personnel and their duties are described in Table 3-3.

Table 3-3. Duties of S1 Section Key Personnel

POSITION	SC/ MOS	SKILL LEVEL	GRADE	DUTIES
Personnel Sergeant	75H	40	E7	Assists the S1 officer. Supervises personnel management classification and assignment. Maintains liaison with the personnel service unit providing personnel service to the battalion. Serves as information NCO.
Personnel Administrative Sergeant	75B	20	E5	Assists the personnel staff NCO and supervises the clerk-typist and records clerk.
Legal NCO	71D	20	E5	Maintains all legal paperwork in the battalion. Prepares and processes legal documents in support of courts-martial, nonjudicial punishment, and other military justice proceedings.
Personnel Administrative Specialist	75B	10	E4	Prepares and processes recommendations for awards. Prepares, updates, and coordinates requests for evaluations. Prepares and monitors requests for promotion. Prepares and monitors requests for identification tags and cards, leaves and passes, and line-of-duty determination. Prepares personnel accounting and strength management. Prepares, generates, interprets, and reconciles SIDPERS reports.
Personnel Administrative Clerk	75B	10	E3	Performs administrative functions, including sustaining and operating MARKS and typing military and nonmilitary correspondence in draft and final copy. Drives light vehicle.

OPERATIONS

The following operations are performed by the S1 Section:

Administrative Support

The section authenticates orders and directives and maintains the filing system IAW MARKS. The section prepares, verifies, and submits casualty feeder reports to the casualty section of the appropriate commander. It takes prompt action on administrative instructions received from higher headquarters and requests from subordinate units. The section maintains accurate personnel records. It assigns replacements according to MOS and unit requirements. AR 600-8-2 gives standards on how to prepare, review, and process recommendations for awards and decorations. AR 600-200 provides guidance on planning enlisted personnel management system procedures.

SIDPERS

Refer to DA Pam 600-8-1 for unit-level procedures and DA Pam 600-8-20, SIDPERS handbook for commanders.

Personnel Management

The section's personnel management responsibilities are—

- **Personnel requirements.** Subordinate units send the section their personnel status reports. Once section personnel know unit requirements, they coordinate soldier assignment priorities with the S2/S3 officer, unit commanders, and the battalion commander. The section assigns personnel based on valid position numbers in the UMR. DA Pam 600-8-1 gives more information. The section designates assignments for each person during the current SIDPERS cycle. Then it inputs the necessary information in the next SIDPERS cycle. FMs 12-6 and 101-10-1/1 give information on planning the personnel management program..
- **Casualties.** Subordinate units will send the section their casualty reports. Within 1 hour after receipt, the section prepares a SIDPERS deceased transaction and a SIDPERS organization strength report change. DA Pam 600-8-1 outlines procedures. Report strength figures are extracted from current unit totals.
- **Equipment, documents, and enemy prisoners of war (EPW).** When subordinate units take EPWs, the S1 section provides processing guidance. It gives instructions for EPW evacuation and interrogation. The section coordinates procedures with local military police. It also coordinates with the S4 section for captured materiel evacuation and with the S2/S3 for document evacuation. Procedures for EPW handling are in FM 19-40 and FM 34-52. FM 101-10-1/1 gives general guidance.
- **Personnel daily strength summary.** Subordinate units report their maintenance and unit strength data each day. When reporting to higher headquarters, units show the section all organic and attached units separately. They identify them by line number. They do not show detached units. By 1800 on the date of the report, the section reports recorded data to higher headquarters by unit, attachment, and group. It reports strength, losses, gains, number of EPWs, number of days in the area of operations, and number of days in combat.
- **Replacement personnel.** The section in-processes replacements. It verifies assignments based on vacancies with the unit and recommendations of the S2/S3 officer. It sends assignment notice to the receiving unit. It also notes this on the UMR. It ensures units submit SIDPERS transactions to the higher headquarters. DA Pams 600-8 and 600-8-1 give more information. The section orients replacement personnel to the unit the day they arrive. As a minimum, the orientation includes information on unit mission, the chain of command, mail procedures, personnel policies, and personnel services.

Personnel Services

The section manages the personnel services program. It administers leaves, passes, and rotations. Personnel services also include—

- Projected quotas for each unit for rest camps, recreation centers, and leave areas.
- Information on services provided by Army Emergency Relief, the chaplain, the Staff Judge Advocate, the Equal Opportunity Office, and special services.
- Actions taken on finance coordination with the supporting finance office. FM 14-6 gives guidance.
- Scheduling of personnel services for minimum interference with the unit's mission.
- Coordinating of transportation requirements for movement to service areas.

Discipline, Law, and Order

The S1 administers actions under the UCMJ. AR 27-10 gives more information. The S1 officer also recommends measures to the commander to improve discipline, law, and order.

Morale Support

Section personnel monitor subordinate units' morale by making unit visits. To evaluate unit morale and morale enhancement programs, they should follow the guidelines in FMs 22-101 and 101-5.

Labor Services

Subordinate units identify and report labor requirements to the section. The section then processes requests for civilian labor. The S1 ensures the requests meet approved guidelines and then coordinates civilian labor requirements with supporting labor service teams. The section coordinates the use of labor in functional areas with all other staff sections. FMs 100-10, Chapter 13, and 101-10-1/1 give guidance.

Legal Assistance

The section's legal sergeant provides legal administrative support and special court-martial support to soldiers and the commander.

Medical Support

The S1 section coordinates with the local medical commander to determine the location of facilities and the services available. Section personnel coordinate procedures for routine and emergency evacuation. The S1 prepares a medical plan that ensures adequate coverage for all subordinate units. These plans should include dental support, instructions for treatment, and chain of medical evacuation. They should also include hospitalization and preventive medicine support beyond organic capabilities. FM 8-10 discusses the procedures for providing medical support. FM 101-10-1/1 also gives information.

Command and Public Information

The section briefs the commander's staff and unit commanders on command information. The command briefing should include the following information as a minimum:

- Planning information activities.
- Publishing command information in newspapers and other media.
- Operating command information broadcast stations and networks.
- Reviewing information for security clearance before public release.

Library Services

The section operates a central records library for documents kept longer than 30 days. The section services the units or individuals requesting information or copies of documents from the library. AR 25-400-2 gives guidance on setting up an organized library file system.

Files and Records

Publications and files of supported units should be checked to ensure they are current. They should be maintained according to regulations. AR 340-2 gives guidance on files and records maintenance. A list of current publications is in DA Pams 25-30 and 310-35.

EQUIPMENT

Table 3-4 lists equipment identified for the S1 section by TOE 10426.

Table 3-4. S1 Section TOE-Prescribed Equipment List for TOE 10426

ITEM	QUANTITY
Cable telephone: WD-1/TT DR-8 1/2 km	1
Camouflage screen support system: woodland/desert	3
Camouflage screen system: woodland w/ radar scat without support system	3
Duplicating machine spirit process: table-mounted/sec/hand 9-15L in	1
Facsimile set: AN/TXC-1	1
Reeling machine cable hand: RL-39	1
Telephone set: TA-312/PT	1

Section IV. UNIT MINISTRY TEAM

MISSION

The UMT provides for religious ministry, pastoral care, and the moral and ethical well-being of the unit. It advises the commander and staff on matters of religion, morals, and morale.

RESPONSIBILITIES

UMT responsibilities include—

- Coordinating, integrating, and supervising all chaplain activities, religious services, ministries, and observances and the use of facilities as approved by the commander.
- Establishing and maintaining liaison with staff chaplains of higher, equal, or subordinate headquarters, other military services, government agencies, the armed forces of allied nations, and officials of civilian churches and other religious organizations.
- Deploying with the battalion to offer religious services, counseling, and morale support on all training or operational deployments.
- Facilitating the "free exercise" rights of all personnel, regardless of the religious affiliation of either the chaplain or the soldier.
- Providing area chaplain services coverage within the geographical area or as specified in the area coverage plan.
- Providing denominational services where practical.
- Providing guidance to the battalion's family support group.
- Providing chaplain coverage to EPWs and all others as outlined in AR 165-1.

PERSONNEL

The battalion chaplain supervises the operations of the UMT. Personnel assigned to the UMT include the chaplain assistant (E4, 71M10), who performs or supervises the performance of specified elements of religious support in the battlefield or in garrison. The chaplain assistant provides personal protection and administrative support to the battalion chaplain and also drives the light vehicle allocated to the UMT.

EQUIPMENT

Table 3-5 lists equipment identified for the UMT by TOE 10426.

Table 3-5. UMT TOE-Prescribed Equipment List for TOE 10426

ITEM	QUANTITY
Cable telephone: WD-1/TT DR-8 1/2 km	1
Camouflage screen support system: woodland/desert	4
Camouflage screen system: woodland wt radar scat without support system	4
Chest hymn book: with handles	1
Truck utility: cargo/troop carrier, 1-1/4 ton, 4x4, with equipment, (HMMWV)	1
Reeling machine cable hand: RL-39	1
Telephone set: TA-312/PT	1

Section V. S2/S3 SECTION

MISSION

This section is responsible for the intelligence, security, operations, and training necessary to support the battalion's critical wartime mission, "provide bulk petroleum storage and distribution to an assigned area." This section plans and supervises the security of the battalion's area. It coordinates with the RAOC and the headquarters and headquarters commander to implement a rear area security plan. The S2/S3 is responsible for the production of intelligence and for counterintelligence and intelligence training and security. It is responsible for communications, communications security, and relaying, on request, local weather observations. This section also directs activities pertaining to organization, operations, training, and deployment readiness for subordinate units, including, but not limited to, taskings, QTB, USR, and school management. The four branches assigned to the section are the security, plans, and training branch, the petroleum operations branch, the mobile laboratory branch, and the communications branch.

RESPONSIBILITIES

The S2/S3 officer supervises the organization, training, and employment of assigned and attached units. He is also responsible for administering pertinent portions of the unit environmental stewardship program. Particular areas of interest for the S2/S3 are environmental stewardship training and environmentally sensitive land management (TC 5-400). The S3 is the principal staff officer for matters concerning safety. Supervisors of the security and plans branch, petroleum operations branch, mobile laboratory branch, and communications branch are under the S3's control.

PERSONNEL

Duties of S2/S3 section key personnel are described in Table 3-6, page 3-10.

Table 3-6. Duties of S2/S3 Section Key Personnel

POSITION	SC/ MOS	SKILL LEVEL	GRADE	DUTIES
Operations Sergeant	77F	50	E8	Supervises operations in the S2/S3 officer's absence.
NBC Operations/ Staff NCO	54B	40	E7	Assists in planning and applying NBC defense measures for subordinate units and coordinates decontamination operations, when necessary. Monitors for appropriate handling of NBC-related hazardous materials.
Petroleum Surveillance NCO	77L	30	E6	Plans and supervises a program for quality surveillance of petroleum products.
Administrative Specialist	71L	10	E4	Performs all administrative functions, including establishing and operating the Modern Army Record-keeping System (MARKS) and preparing section correspondence.
Petroleum Supply Specialist	77F	10	E3	Assists the petroleum operations sergeants and petroleum surveillance sergeant.
Signal Support System Specialist	31U	10	E3	Installs, maintains, and troubleshoots signal support equipment and terminal devices in the tactical operations center or tactical command post.

OPERATIONS

The section branches carry out the mission. The section office oversees the functions of the branches to ensure their operations accomplish mission goals. The petroleum surveillance sergeant plans and supervises a quality surveillance program for the battalion. Petroleum laboratory technicians assigned to the subordinate petroleum supply companies use this program as a guide when testing products.

EQUIPMENT

Table 3-7 lists equipment identified for the S2/S3 section by TOE 10426. Equipment for the branches within the S2/S3 section is listed separately.

Table 3-7. S2/S3 Section TOE-Prescribed Equipment List for TOE 10426

ITEM	QUANTITY
Alarm chemical agent automatic: portable can pack	1
Cable telephone: WD-1/TT DR-8 1/2 km	2
Camouflage screen support system: woodland/desert	4
Camouflage screen system: woodland w/ radar scat without support system	4
Facsimile set: AN/TXC-1	1
Installation kit: MK-2503/VRC F/AN/VRC-47/VRC-12	1
Radiac meter: IM-93/UD	1
Radiac meter: IM-174/PD	1
Radio set: AN/VRC-47	1
Reeling machine cable hand: RL-39	1
Truck utility: cargo/troop carrier, 1-1/4 ton, 4x4, with equipment (HMMWV)	1
Telephone set: TA-312/PT	1

ORGANIZATION

The S2/S3 section has four branches. A branch chief supervises each branch.

Security and Plans Branch

Mission. The security and plans branch plans, controls, and supervises the security, deployment, employment, training, and operation of the battalion. Planning complies with applicable national, state, local, and host nation environmental protection laws. The branch also provides mission control and supervision for battalion units and the petroleum supply and distribution system. All operations minimize environmental damage within the scope of the operational situation. The branch performs this mission by—

- Developing and implementing training programs and educational development programs.
- Developing plans and supervising training.
- Planning, directing, coordinating, and supervising intelligence, counterintelligence, and civil affairs programs.
- Developing and coordinating plans for OPSEC and defense.

Personnel, Duties, and Responsibilities. Duties and responsibilities of security and plans branch personnel are described in Table 3-8.

Table 3-8. Duties of Security and Plans Branch Key Personnel

POSITION	SC/ MOS	SKILL LEVEL	GRADE	DUTIES
Petroleum Sergeant	77F	40	E7	Supervises the branch. Prepares broad planning guidance, policies, and programs for command organizations, operations, and functions. Conducts safety and environmental risk assessments for existing and proposed operations. Develops policies and guidance for training of the command and for evaluating this training. Implements the unit environmental stewardship program as it pertains to operations. Exercises staff supervision over all OPSEC activities. Manages the battalion security clearance
Intelligence Sergeant	96B	20	E5	Programs. intelligence preparation of the battlefield. Provides technical advice to the staff on intelligence matters. Assists in writing the intelligence estimates for operations orders and plans.
Multimedia Illustrator	25M	10	E3	Operates manual, mechanical, and electronic multimedia imaging equipment for various visual information products. Creates illustrations, layouts, map overlays, and graphs for staff elements of the battalion.
Administrative Clerk	71L	10	E3	Performs all administrative functions, including establishing and operating MARKS and preparing branch correspondence.

EquipmentEquipment required for the security and plans branch is listed in Table 3-9, page 3-12.

Table 3-9. Security and Plans Branch TOE-Prescribed Equipment List for TOE 10426

ITEM	QUANTITY
Cable telephone: WD-1/TT DR-8 1/2 km	1
Camouflage screen support system: woodland/desert	4
Camouflage screen system: woodland wt radar scat without support system	4
Drafting equipment set battalion: charts, sketches, and overlays	1
Reeling machine cable hand: RL-39	1
Truck utility: cargo/troop carrier, 1-1/4 ton, 4x4, with equipment (HMMWV)	1
Telephone set: TA-312/PT	1

Operations This branch of the S2/S3 section performs the following intelligence and security operations.

Intelligence operations include conducting intelligence preparation of the battlefield, developing intelligence estimates, and providing intelligence support. This branch maintains the current intelligence summary and an estimate. An analysis of a summary and an estimate will help in preparing an OPLAN and OPORD. The branch reviews and revises intelligence and counterintelligence requirements. Intelligence information is collected, analyzed, processed, and disseminated continuously. This process requires close supervision and planning to execute. FM 34-60 covers counterintelligence. It discusses the counterintelligence estimate, work sheet, and plan. The work sheet is an essential aid. It is the basis for preparing counterintelligence plans, orders, and requests. The security and plans branch analyzes the threat situation and makes recommendations when necessary. It also provides information to subordinate units as required. FM 34-60 gives helpful information on intelligence. Higher headquarters will provide the battalion with an intelligence report on the expected action of opposing forces. The section sends applicable report portions to all battalion units. It informs higher headquarters of subordinate units' current operational situation. The briefing covers daily organization, operation, coordination, intelligence, and physical security aspects of the unit. It emphasizes information that may affect mission performance.

Security measures include RAP (rear area protection) and OPSEC (operations security). The branch reviews, updates, and coordinates rear area security and area damage control plans for all battalion units. The branch updates ground, antiarmor, and air defense plans based on the threat level. It uses adequate programs for information and signal security. It also implements physical security and deception programs. It establishes liaison with higher headquarters intelligence. It denies essential elements of friendly information to the enemy and confuses the enemy force in its attempt to estimate the course of action the group will take.

Petroleum Operations Branch

Mission. The branch supervises the storage and distribution of petroleum products within the battalion's supply and distribution system.

Personnel, Duties, and Responsibilities. Responsibilities and duties of petroleum operations branch personnel are described in Table 3-10.

Table 3-10. Duties of Petroleum Operations Branch Key Personnel

POSITION	SC/ MOS	SKILL LEVEL	GRADE	DUTIES
Petroleum Operations Officer	92F		CPT	Supervises the supply and distribution of bulk petroleum products. Coordinates with the petroleum supply companies on site location, bulk receipts, and tank allocation. Monitors operations to make sure they are minimizing environmental damage within the scope of the operational situation.
Freight Movements Officer	88B		LT	Determines bulk fuel transportation requirements for tank trucks. May also determine requirements for fuel distributed by rail, air, and water. Coordinates bulk petroleum movement by rail, highway, air, or water.

Table 3-10. Duties of Petroleum Operations Branch Key Personnel (Continued)

POSITION	SC/ MOS	SKILL LEVEL	GRADE	DUTIES
Petroleum Operations Sergeant	77F	40	E7	Assists the petroleum operations officer.
Petroleum Distribution Sergeant	77F	30	E6	Maintains dispatching operations on a 24-hour basis with the assistance of the petroleum inventory control sergeant.
Dispatcher	88M	20	E5	Tracks and monitors petroleum tanker movements.
Petroleum Inventory Control Specialists	77F 77F	20 10	E5 E4	Maintains data on current bulk petroleum on-hand inventories. Additionally, maintains total ullage by terminal and fuel type. Assists the petroleum dispatch sergeant. Skill Level 1 soldier assists the inventory control sergeant in maintaining current petroleum supply records. Both soldiers serve as vehicle drivers and operate radios.
Movements Specialists	88N 88N	10 10	E4 E3	Assist the transportation movements officer in coordinating the movement of fuel by means other than hose line.

EquipmentEquipment prescribed for the petroleum operations branch by TOE 10426 is listed in Table 3-11.

Table 3-11. Petroleum Operations Branch TOE-Prescribed Equipment List for TOE 10426

ITEM	QUANTITY
Antenna: RC-292	1
Axle cable reel: RL-27	1
Cable telephone: WD-1/TT DR-8 1/2 km	4
Camouflage screen support system: woodland/desert	9
Camouflage screen system: woodland 1t wt radar scat without support system	9
Installation kit: MK-2502/VRC F/AN/VRC-46/64 or AN/GRC-160	1
Power supply: PP-6224/U	1
Radio set: AN/VRC-46	1
Radio set control group: AN/GRA-39	1
Reeling machine cable hand: RL-39	2
Truck utility: cargo/troop carrier, 1-1/4 ton, 4x4, with equipment (HMMWV)	2
Telephone set: TA-312/PT	2
Trailer cargo: 3/4 ton 2 wheel with equipment	1

Operations The branch performs the following operations:

- Computes requirements for petroleum storage operations, including compliance with environmental laws and regulations.
- Plans movement of bulk petroleum by means other than pipeline and coordinates transportation support. Coordinates bulk petroleum delivery. Directs bulk petroleum transportation. Coordinates bulk petroleum diversions or “reroutes” to meet reallocation requirements with the medium truck company (petroleum) and the petroleum supply company. The transportation cell coordinates with external movements activities. It ensures bulk petroleum movements by means other than pipeline are coordinated and support the overall inland petroleum distribution plan.
- Plans quality surveillance program.
- Prepares petroleum operation plan IAW FM 101-5 and forwards it to S2/S3 for approval.
- Provides technical assistance to petroleum supply company.

- Receives and monitors stock status reports from petroleum supply company. The daily consumption reports are monitored to determine future requirements. Directs and supervises reporting procedures from the battalion. Consolidates status reports from petroleum supply companies and forwards to COSCOM or TAACOM MMC.
- Maintains current location of petroleum supply points and storage capabilities of subordinate petroleum supply companies. Develops and controls inventory procedures.
- Coordinates petroleum movement operations. The section maintains close coordination with movement programs, directives, and policies of higher commands. This ensures the branch gets the greatest use of movement capability. It also ensures Department of the Army policies concerning direct throughput of bulk petroleum products are strictly followed. FMs 10-67 and 55-10 give information on bulk petroleum transportation. FM 100-10 gives more information on rail, highway, air, and water transportation.

Petroleum Laboratory Branch

Mission. This branch analyzes petroleum products received and stored in operating units. It also provides area petroleum laboratory support as directed. It operates a mobile petroleum laboratory, which can perform partial analysis testing for petroleum products. FM 10-72 describes mobile labs and their operation.

Personnel, Duties, and Responsibilities. Responsibilities and duties of petroleum laboratory branch personnel are described in Table 3-12.

Table 3-12. Duties of Petroleum Laboratory Branch Personnel

POSITION	SC/ MOS	SKILL LEVEL	GRADE	DUTIES
Petroleum Laboratory Officer	92F		LT	Directs the petroleum laboratory in inspecting and testing petroleum products.
Petroleum Laboratory Supervisor	77L	30	E6	Supervises the performance of standard physical and chemical tests on petroleum products. Evaluates test results to make sure they comply with federal and military specifications.
Petroleum Laboratory Sergeant	77L	20	E5	Performs standard physical and chemical tests on fuel handled through the battalion petroleum distribution system.
Petroleum Laboratory Specialist	77L	10	E4 E3(3 ea)	Performs actual testing of petroleum products under the supervision of the petroleum laboratory sergeant. Also, drives 1-1/4 ton and 5-ton trucks.

Equipment prescribed for the petroleum laboratory branch by TOE 10426 is listed in Table 3-13.

Table 3-13. Petroleum Laboratory Branch TOE-Prescribed Equipment List for TOE 10426

ITEM	QUANTITY
Cable telephone: WD-1/TT DR-8 1/2 km	1
Camouflage screen support system: woodland/desert	6
Camouflage screen system: woodland w/ radar scat without support system	6
Dolly trailer converter: 8-ton, 2 wheel, with equipment	1
Facsimile set: AN/TXC-1	1
Generator set diesel engine trailer-mounted: 60kw, 60hz, mounted on M200A1 PU-650	1
Laboratory petroleum semitrailer-mounted	1
Reeling machine cable hand: RL-39	1
Testing kit petroleum: aviation fuel contamination	1
Truck utility: cargo/troop carrier, 1-1/4 ton, 4x4, with equipment (HMMWV)	1
Telephone set: TA-312/PT	1
Sampling and gaging kit: petroleum military specification, document type	1
Truck Cargo: 5-ton, 6x6 LWB, with equipment	1

Operations. This branch conducts analyses of petroleum products received and stored in operating units and provides area petroleum lab support as directed. The branch operates a mobile petroleum laboratory which can perform all B-1 type testing of petroleum products. The mobile lab cannot totally replace a base lab, but it can be employed to support petroleum operations when total testing (Types A and B) is not required. Quality surveillance capabilities are augmented when a mobile lab team (TOE 10560LC) is attached to the petroleum supply battalion.

Communications Branch

Mission. This branch provides communications support for the battalion and company headquarters. It also operates the battalion communications center. The section provides—

- Wire, radio, and high-frequency digital/voice communications.
- Switchboard, message center, and net control station (NCS) services.

Personnel, Duties, and Responsibilities. Responsibilities and duties of communications branch personnel are described in Table 3-14. Duties of the communications-electronics staff officer are described in Table 3-1.

Table 3-14. Duties of Communications Branch Personnel

POSITION	SC/ MOS	SKILL LEVEL	GRADE	DUTIES
Section Chief	31U	40	E7	Supervises soldiers assigned to the branch. Assists the C-E officer in planning and executing the communications plan.
Signal Information Service Specialist	31U	10	E4	Maintains accountability and serviceability of equipment. Operates radios and switchboard. Emplaces the communications wire to support the battalion's wire net plan.

Equipment Equipment prescribed for the communications branch by TOE 10426 is listed in Table 3-15.

Table 3-15. Communications Branch TOE-Prescribed Equipment List for TOE 10426

ITEM	QUANTITY
Axle cable reel: RL-27	2
Cable telephone: WD-1/TT RL-159 2 km	2
Camouflage screen support system: woodland/desert	2
Camouflage screen system: woodland w/ radar scat without support system	2
Reeling machine cable hand: RL-31	2
Tone signaling adapter: TA-977/PT	1
Truck utility: cargo/troop carrier, 1-1/4 ton, 4x4, with equipment (HMMWV)	1
Splicing kit telephone cable: MK-356/G	1
Switchboard telephone manual: SB-22/PT	2
Telephone set: TA-312/PT	1

Operations The branch—

- Develops a wire net plan. There are 16 TA-312 PT telephone sets dispersed throughout the detachment.
- Installs and maintains field wire and switchboard.
- Recovers field wire.
- Establishes and operates in radio communications net. There are four secured radios dispersed throughout the detachment.

- Installs the two OE-254 antennas controlled by the branch.
- Operates an NCS.
- Provides radio-teletypewriter service. The branch has two teletypewriters.
- Provides switchboard service. The branch has two SB-22/PT switchboards.
- Provides message center service.

Section VI. S4 SECTION

MISSION AND RESPONSIBILITIES

The S4 officer supervises the S4 section. The S4 officer is also the battalion motor officer. The section provides technical assistance on supply and maintenance to the units in the battalion. The S4's duties include—

- Ensuring section personnel coordinate with, advise, and assist the battalion and its units when the need arises.
- Directing section personnel in maintaining supply policies and levels.
- Planning, implementing, and monitoring pertinent portions of the unit environmental stewardship program.
- Directing personnel in preparing stockage lists and maintenance policies.

PERSONNEL, DUTIES, AND RESPONSIBILITIES

Responsibilities and duties of S4 section personnel are described in Table 3-16.

Table 3-16. Duties of S4 Section Personnel

POSITION	SC/ MOS	SKILL LEVEL	GRADE	DUTIES
Property Book Officer	920A0		W2	Manages the unit's property books. Provides petroleum companies with technical assistance on organizational supply
Senior Maintenance Supervisor	63B	50	E8	Assists the S4 officer in BMO duties. Provides technical advice and assistance on automotive equipment maintenance to petroleum companies. Establishes the environmental stewardship program for maintenance operations. Monitors maintenance operations to ensure they are conducted safely and in accordance with pertinent environmental regulations. Assists the companies in obtaining the necessary equipment and supplies needed by their maintenance sections.
Supply Sergeant	92Y	40	E7	Supervises the battalion's internal supply functions. Plans, coordinates, and inspects unit and organizational supply operations. Supervises the preparation and maintenance of supply records of subordinate units. Assists the PBO.
Supply Specialist	92Y	10	E4 E3	Assists the battalion supply sergeant.
Administrative Specialist	71L	10	E4	Performs all administrative functions, including establishing and operating MARKS and preparing section correspondence.

EQUIPMENT

Equipment prescribed for the S4 section by TOE 10426 is listed in Table 3-17.

Table 3-17. S4 Section TOE-Prescribed Equipment List for TOE 10426

ITEM	QUANTITY
Alarm chemical agent automatic: portable backpack	1
Cable telephone: WD-1/TT DR-8 1/2 km	3
Camouflage screen support system: woodland/desert	6
Camouflage screen system: woodland w/ radar scat without support system	6
Reeling machine cable hand: RL-39	2
Truck utility: cargo/troop carrier, 1-1/4 ton, 4x4, with equipment (HMMWV)	1
Telephone set: TA-312/PT	3
Truck cargo: 2-1/2 ton 6x6 with equipment	1

OPERATIONS

The section's primary function is to provide guidance and assistance on internal logistics for the unit.

Procedures. S4 section personnel should conduct staff inspections of maintenance operations IAW DA Pam 738-750. They should review files to determine the number, type, and frequency of repairs and the time involved. The section establishes and monitors equipment service schedules. It also consolidates and forwards various equipment and maintenance status reports. Section personnel should also inspect SOPs and procedures to ensure they comply with environmental protection regulations. DA Pam 738-750 gives more information on the details of these functions.

Materiel Readiness Assistance Visits. S4 section personnel make liaison visits to subordinate units of the battalion and advise them on ways to improve their readiness. They contact direct support facilities to place command emphasis on demands and incoming requisitions. They also place emphasis on supply status reports, as well as requirements for current and planned operations. AR 710-2, DA Pam 710-2-1, and DA Pam 738-750 are references for these actions.

Materiel Readiness Reports. The section processes DA Forms 2406 for the battalion. These reports provide information on the condition of equipment in the hands of using organizations. DA Pam 738-750 gives more information.

Storage of Supplies and Equipment. Supplies and equipment should be managed and cared for according to standards outlined in the current Unit Supply Update. Receipt, storage, and issue of environmentally hazardous materials should comply with all pertinent national, state, local, and host nation environmental regulations. The S4 section makes periodic inspections of unit supply storage procedures.

Supply Procedures. The battalion units send all authorization supply documents to the section. DA Pam 710-2-1 describes the uses of these documents. The section reviews them to see that—

- All equipment authorized is on hand or on request.
- Unit supply requests and priority designator procedures are not being abused.
- Requests are included for more environmentally friendly products, as measured by reduction in volume and toxicity of the resultant hazardous wastes.
- Requested quantities for environmentally hazardous materials are the minimum needed to accomplish the mission.

- Prescribed loads of ammunition are managed IAW local policy.
- Individuals have clothing and equipment as authorized by CTA 50-900.
- Arms, ammunition, and explosives are maintained according to ARs 190-11 and 190-40 and local policy.
- Excess property is accounted for and disposed of properly.

Receipts and Records. The PBO maintains automated organizational property books and all other property records. References that should be available are ARs 70-12, 190-11, 220-1, 700-84, 710-2, 710-3, 735-5; DA Pams 600-8, 710-2-1; FM 10-27-4; SB 700-20; and the AMDF. The property book should be maintained by checking

- All equipment authorized by modification table of organization and equipment. Equipment should be on hand or on order.
- Shortage annexes. Annexes are prepared for all missing components of end items. (Personnel are held responsible for sets, kits, and outfits.)
- Components. Components should be checked for serviceability and listed on hand receipt annexes.
- Temporary hand receipts. When used, hand and subhand receipts are adjusted every six months. The six-month period starts on the date entered on the oldest temporary hand receipt. The PBO ensures that change documents are being used for turn-in and issues between the six-month hand receipt reconciliation periods.
- On-hand physical inventories. PBO ensures monthly sensitive items and 10 percent inventories are conducted. The PBO must maintain a copy of these inventories.
- The documents file for transactions for nonexpendable items. The file should be maintained as a supporting document to the property book.

Budgets. The S4 officer should evaluate and control costs in the battalion. The S4 plans supply and equipment needs for the year, recommends priorities for spending the money allocated quarterly by higher headquarters, and establishes a system of monitoring funds spent by the battalion. FM 10-27-4 gives more details on financial management.

Nonexpendable Supplies. The S4 section requests, receives, and issues nonexpendable supplies from the unit providing direct supply support. These actions are recorded on DA Form 2064.

Requests for Supplies. The section checks that items requested from subordinate units are authorized to them. It assigns a document number to the request and records it in the document register, then sends it to the supply support activity. DA Pam 710-2-1 and FM 10-27-4 give more detailed information.

Issue of Supplies and Equipment. When issuing items to a supported unit, the section—

- Uses DA Form 2062 to record the issue of property book items.
- Uses DA Form 3161 as a temporary hand receipt document for issue and turn-in transactions. The form should be stamped, "temporary hand receipt." Temporary hand receipts are posted to DA Form 2062 at least once every six months.
- Lists all items with serial numbers in the property book as outlined in AR 710-2.
- Issues items on DA Form 2062 if they are defined as durable items in AR 710-2 and in the AMDF.

Turn-Ins. Subordinate units turn in unserviceable items and excess serviceable items to the S4 section. The section prepares a temporary hand receipt for the turn-in and gives it to the hand-receipt holder. The section prepares a request for turn-in on all turn-in items and enters the transactions on the document register. It sends the turn-in documents to its supply support activity and turns in the equipment when directed to do so.

Lost, Damaged, or Destroyed Property. When property is lost, damaged, or destroyed by a supported unit, the S4 section is notified. The responsible unit prepares a DA Form 1659 and other documents authorized by AR 735-5.

Requests for Ammunition. The S4 section processes DA Forms 581 for basic load items. The section reviews and verifies the requests, using the weapons density, controlled supply rate, and consumption projections of each unit. It processes requests further IAW locally established policy.

Section VII. DETACHMENT HEADQUARTERS

MISSION

The detachment's mission is command and control of the battalion. It supervises administration, organizational supply, security, food service, and training activities.

PERSONNEL, DUTIES, AND RESPONSIBILITIES

Responsibilities and duties of detachment headquarters personnel are described in Table 3-18.

Table 3-18. Duties of Detachment Headquarters Personnel

POSITION	SC/ MOS	SKILL LEVEL	GRADE	DUTIES
Detachment Commander	92F		LT	Responsible for the leadership, welfare, discipline, and training of all soldiers in the detachment. Sets priorities and coordinates detachment's present and future missions. Directs and supervises all technical operations and support activities that impact headquarters operations. Ensures all required reports and data are prepared and transmitted to staff elements as required. Conducts safety and environmental risk assessments for each operation.
Detachment Sergeant	77F	40	E7	Assists the detachment commander in supervising the detachment.
Supply Sergeant	92Y	20	E5	Requisitions, receives, stores, accounts for, and issues all classes of supply (except Class IX) for the detachment. Manages hazardous material supply items IAW locally established procedures and regulations. Takes care of all supply functions of the unit. Manages supply items that are hazardous materials IAW local procedures and regulations. Maintains the unit's small arms.
Light-Wheeled-Vehicle Mechanic	63B	10	E4	Augments the supporting unit assigned to provide organizational maintenance. Conducts maintenance IAW the unit's environmental stewardship program.
Personnel Administrative Specialist	75B	10	E4	Performs all administrative functions for the detachment. Inputs personnel actions using SIDPERS. Also drives light vehicle and operates radio.
Cook	92G	10	E3	Cooks and serves for unit personnel. Maintains and sanitizes assigned equipment. Augments food service capability of supporting unit.

EQUIPMENT

Equipment prescribed for the detachment headquarters by TOE 10426 is listed in Table 3-19.

Table 3-19. Detachment Headquarters TOE-Prescribed Equipment List for TOE 10426

ITEM	QUANTITY
Alarm chemical agent automatic: portable manpack	1
Cable telephone: WD-1/TT DR-8 1/2 km	3
Camouflage screen support system: woodland/desert	12
Camouflage screen system: woodland w/ radar scat without support system	12
Chargerradiac detector: PP-1578/PD	2
Drum fabric collapsible: potable water	1
Generator set diesel engine: 10kw, 60hz, 1-3 hp, AC 120/208 120/240v tactical utility	1
Installation kit: MK-2502/VRC F/AN/VRC-46/64 or AN/GRC-160	1
Launcher grenade 40mm: single-shot, rifle-mounted, detachable, with equipment	4
Light set general illumination: 25 outlet (Army)	3
Machine gun caliber .50: HB flexible (ground and vehicle) with equipment	1
Machine gun 7.62 mm: light flexible	2
Mask CBR: protective field	55
Mount tripod machine gun: Heavy caliber 50	1
Mount tripod machine gun: 7.62 mm	2
Pistol caliber .45: automatic	5
Radiac set: AN/PDR-27	1
Radiac meter: IM-93/UD	2
Radiac meter: IM -174/PD	1
Radio set: AN/VRC-64	1
Reeling machine cable hand: RL-39	2
Rifle 5.56 mm: M16A1	49
Truck utility: cargo/troop carrier, 1-1/4 ton, 4x4, with equipment (HMMWV)	2
Telephone set: TA-312/PT	2
Tool kit general mechanics: automotive	1
Tool kit carpenters: engineer squad with chest	1
Tool kit small arms repairman: ordnance	1
Trailer cargo: 3/4 ton, 2 wheel, with equipment	1
Watch wrist: nonmaintainable	5

OPERATIONS

The detachment headquarters' major function is to provide supervision and direction of the overall operation of the detachment. One of its key responsibilities is to provide personnel and administrative support for the soldiers in the headquarters and headquarters detachment. Details on battalion tactical operations and training are discussed in Chapters 6 and 7.